



**Letter of Authorization (LOA)
Notice to Property Owner and Agents/Representatives**

Property owners who are represented by an agent or representative in matters concerning their Rental Dwelling Unit License Application must provide a Letter of Authorization to the Wellington Rental Licensing Department. LOA Forms and Rental Dwelling Applications are available on our website at www.wellingtonfl.gov >*I Want To>Apply For>Rental Dwelling Unit License>Rental Dwelling Unit License Application Packets.*

1. LOA must identify the property by specifying:
 - a. The Owner of Record
 - b. The Legal Address of Rental Dwelling for which the license is applied
 - c. The Rental Dwelling Unit License year
2. LOA representative or agent must comply with the following requirements:
 - a. The representative or agent shall be at 18 years of age; and
 - b. The representative or agent shall be a resident of Palm Beach County, Florida.
 - c. The representative or agent must include their name, address, telephone number, and e-mail address (if available).
 - d. If a new or additional representative is appointed by an owner, the representative's name, address, and telephone number shall be supplied to the department by the owner within 15 days after the appointment.
3. LOA must be signed and notarized by the owner of record of the property, or if titled in the name of a corporation, it must be signed by an officer of the corporation authorized to act on its behalf. Management companies and other third party signatures are not acceptable. The signature line must include:
 - a. Signature of the owner or officer
 - b. The name of the signer, printed or typed
 - c. The title of the signer

LOA must be an original document and submitted to:

The Village of Wellington
Attn: Rental Licensing Department
12300 Forest Hill Boulevard
Wellington, Florida 33414



**Rental Dwelling Unit License Application
Letter of Authorization**

An original of this form must be submitted to the Village of Wellington Rental Licensing Department in addition to the Rental Dwelling Unit Application for review. The Letter of Authorization must be signed and notarized by the owner of record or, if titled in the name of a corporation, by an officer of the corporation authorized to act on its behalf. (This letter cannot be substituted.)

(One Letter Per Unit Required)

RENTAL DWELLING UNIT ADDRESS

APPLICATION DATE

Please print or type all information except signature lines.

OWNER OF RECORD: _____

MAILING ADDRESS: _____

No.

Street

City

State

Zip

Telephone _____ **Cell Phone Number** _____

As owner(s) of the referenced property I (we) hereby appoint the following company or individual to represent me (us) as agent as it relates to Rental Licensing matters.

Names of Agent and Firm

Email Address

Mailing Address

Telephone Number

Cell Phone Number

Authorized Signature

Print or Type Name of Signer

The foregoing Affidavit was sworn to, subscribed and acknowledged before me by _____ this _____ day of _____ 20____.

The affiant is personally known to me or has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Notary Seal